## **CONTRACT PROCESS**

Before the contract process can begin it is necessary to forward to the Economic Development Department the following:

- 1. Contract Application Form
- Program Budget Explanation of Costs (Required for Omnibus and Cultural Contracts)
- 3. Proof of your 501(c)3 status
- 4. Federal Identification Number verification
- 5. Insurance Certificate
  - Suffolk County must be listed as the Certificate Holder
  - Suffolk County must be listed as "additionally insured"
  - Suffolk County must be notified within 30 days of cancellation of policy
  - \$2,000,000 liability insurance is required of contracts in excess of \$1,000
- **6. Living Wage Certification/Declaration (**LW38) (3 original signatures) check either Section I or Section II. If Section II is selected, a reason why the Law does not apply to your organization must be included. In any case Sections III and IV must be completed.
- **7. Public Disclosure Form** (SCEX22) (3 original signatures) **All lines** must be filled in and the form notarized. If any line does not apply to you, please so indicate on each line to which it does not apply.